

MAIN OFFICE
24400 Jefferson
St. Clair Shores, MI 48080

866.490.5297

sales@jbys.com
www.JBYS.com



EIGHT LOCATIONS

Naples, FL
Chicago, IL
Holland, MI
Charlevoix, MI
Spring Lake, MI
Grand Haven, MI
Catawba Island, OH
St. Clair Shores (HQ), MI

Service Scheduler | Project Manager

Description:

Jefferson Beach Yacht Sales (JBYS) is seeking a full-time (plus occasional overtime) Service Writer/Scheduler/Project Manager in our St. Clair Shores, MI location to work closely with service managers, service technicians, vendors, JBYS sales professionals, JBYS CFO, and customers; to schedule and coordinate service, and oversee the full work order process. Thorough training will be provided by an experienced administrator; however, this is a position that requires further development and policy development/implementation. Candidates must have leadership ability and be highly organized, detail-oriented, extremely dependable, and able to work well with people of varied backgrounds and opinions. Full-time employees receive health, vision, dental and life insurance, along with paid holidays and paid vacation time.

Qualifications:

- Associate Degree, technical marine certifications, or demonstrated relatable experience in field
- Minimum 5 years of marine experience desired
- Candidate must have strong leadership skills to coach, guide and motivate technicians
- Marine technical skills or understanding of marine technical work
- Proficiency in technology and digital tasks
- Time management and problem-solving skills
- Dockmaster experience a plus

General Responsibilities:

General responsibilities noted below, and not limited to:

- Coordinate and oversee all aspects of assigned service work with customers, vendors, JBYS technicians and other appropriate personnel
- Provide customers and vendors a positive and professional service experience
- Assist with coordinating local and out of town contractors as needed
- Perform and/or coordinate quality control measures on projects to maintain JBYS standards
- Further develop/define position responsibilities and related processes for optimal department operations

Company:

Jefferson Beach Yacht Sales (JBYS) is a Great Lakes based boat dealership with eight locations specializing in larger vessels, selling new and used and offering facilities in brokerage, service and F&I. Vessels sold and serviced range from 8' tenders to 120' yachts. JBYS is an award-winning leader in the boating community, with nearly 850 years of combined industry experience across the team, serving customers with excellence and representing only the finest new boat brands including: Viking, Valhalla, Sunseeker, Princess, Absolute, HCB, Duffy Electric Boats, Sailfish Boats, and Williams Jet Tenders. JBYS is dedicated to our customer's recreational needs and the fulfillment of the personal and business goals of its employees and owners. Company Core Values = Satisfaction and Integrity.

Contact Caroline Winter at (866) 490-5297 ext. 162 or cwinter@jbys.com